

PowerPoint 2007

PowerPoint 2001 Level 1, Class 1 of 2 Course Description

Course Objective: You will explore the PowerPoint environment and create a presentation. You will format text on slides to enhance clarity. To enhance the visual appeal, you will add graphical objects to a presentation and modify them. You will also add tables and charts to a presentation to present data in a structured form. You will then finalize a presentation to deliver it.

Target Student: This course is designed for students who are interested in learning the fundamentals needed to create and modify basic presentations by using Microsoft Office PowerPoint 2010.

Prerequisites: Students should be familiar with using personal computers, and have used a mouse and keyboard. They should be comfortable with the Windows environment and be able to use Windows to manage information on their computers. Specifically, they should be able to launch and close programs; navigate to information stored on the computer; and manage files and folders. Students should have completed the following courses or possess equivalent knowledge before starting with this course: Microsoft® Office Windows® XP. It is helpful if the student knows how to crop pictures.

Upon successful completion of this course, students will be able to:

- explore the PowerPoint 2010 interface and familiarize yourself with the interface
- create a presentation
- format text on slides
- add graphical objects to a presentation
- modify graphical objects on slides
- work with tables in a presentation
- import charts to a presentation
- prepare to deliver a presentation

PowerPoint 2001 Level 1, Class 2 of 2 Course Description

Course Description

As a Microsoft® Office PowerPoint® 2007 user, you are familiar with the basics of creating a presentation and you are able to convey information effectively in a simple way. Static content in presentation,

however, will not keep your audience interested. In this course, you will enhance presentations with feature that will transform basic presentations into a powerful means of communication.

Course Objective: You will enhance your presentation with features that will transform it into a powerful means of communication. You will customize the PowerPoint interface to suit your requirements and use the new and enhanced features to create dynamic and visually appealing presentations. You will then finalize a presentation and secure it to authenticate its validity.

Target Student: This course is designed for students who want to gain the skills necessary to work with design templates, various types of diagrams, special effects, custom slide shows, collaboration functionality, and advanced presentation delivery. This course also assists in the preparation for the Microsoft Office Specialist exam in Microsoft® Office PowerPoint® 2007. It is for students who already have knowledge of the basics of PowerPoint 2007, including slide formatting and working with tables, charts, images, objects, and presentation preparation.

Prerequisites: To ensure your success, we recommend you first take the following courses or have equivalent knowledge: Windows XP, Microsoft® Office PowerPoint® 2007: Level 1

Upon successful completion of this course, students will be able to:

- customize the PowerPoint environment
- customize a design template
- add diagrams to your presentation
- add special effects to a PowerPoint presentation
- use the various options to customize slide shows
- use PowerPoint to collaborate on a presentation
- finalize a presentation